



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



523.10 MULTIPLE ARREST PROCEDURES 03-18-03

PURPOSE

To establish arrest procedures during large demonstrations or disturbances.

POLICY

That multiple arrest situations related to large demonstrations or disturbances be handled uniformly.

PROCEDURE

A. GENERAL

1. When a situation develops requiring multiple arrests as part of the management of a large demonstration or disturbance, the Incident Commander (IC) shall designate a supervisory officer to direct and equip a transportation and booking unit(s).
2. All preplanned events that may include multiple arrest situations shall be video-taped. Whenever possible, two (2) cameras shall be utilized to document both the actions of officers and subjects. The video tapes shall be booked as evidence.
 - a. Pursuant to Government Code 34090, these video tapes must be maintained for a period of two years from the date they were created. Original tapes that are evidence in any criminal case, administrative investigation, civil claim, or law suit must be preserved until the matter is resolved.

B. SUPERVISORY RESPONSIBILITIES

1. The IC shall:
 - a. assign a liaison to work with the District Attorney's (DA) Office in processing the multiple arrests.
 - b. file all charges as one (1) complaint and ensure all reports are hand carried to the Intake DA.
2. Supervisors shall:
 - a. with the approval of the IC, assign sufficient personnel and appropriate vehicles for the number and kind of prisoners expected. The personnel and vehicles shall be ordered to a specific location.
 - b. assign an employee to take a Polaroid photograph of each prisoner with the arresting officer. If no camera is available, the prisoner's right index finger-print shall be placed in the space provided on the arrest identification (ID) card, contained in the Multiple Arrest Kit.
 - c. ensure arrest ID forms are provided to arresting officers for each prisoner brought to the booking and transportation unit and assign a sequential arrest number to each prisoner.
 - d. ensure all involved officers prepare a Supplemental Report (SPD 105) for the event.
 - e. ensure the IC receives all reports for processing with the DA.

C. ARRESTING OFFICER RESPONSIBILITIES

Arresting officers shall:

1. fill out the arrest ID card as completely as possible. Each card shall provide at least the prisoner's name, sex, race, age, arrest number, charge, and arresting officer's name.
2. draw the sequential arrest number assigned by the supervisor in large, heavy figures on the back of the arrest ID card and hold it in front of the prisoner being photographed.
3. retain the carbon copy of the arrest ID form for reference when preparing arrest reports later. The arrest reports shall include the arrest number along with the prisoner's name, i.e., "John Smith, #5".
4. restrain the prisoner with handcuffs or flex cuffs from the multiple arrest kit, log the prisoner on the transportation sheet, and place the prisoner in the vehicle. All prisoners shall be cuffed to limit resistance and to hamper attempts to confuse identification by changing clothes.

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5. ensure each arrest is for the maximum charge(s).
6. hand carry Part 3 of all arrest reports to the IC or designee.

D. BOOKING AND TRANSPORTING OFFICERS' RESPONSIBILITIES

Booking and transporting officers shall:

1. assist arresting officers and supervisors with:
 - a. issuing arrest cards
 - b. assigning arrest numbers
 - c. photographing of arresting officer and prisoner
 - d. flex cuffing
 - e. logging the prisoner on the transportation log. The transportation log shall be booked as evidence. A copy shall be given to the supervisor for inclusion in the crime report.
2. receive any evidence or weapons from the prisoner or officer, and place it in an evidence envelope or tag it with an evidence tag from the multiple arrest kit. The tag or envelope shall include the arrest number, charge, and other necessary information.
3. deliver prisoners, arrest ID cards, and photos to the County Jail for booking. Prisoners will be accepted at the County Jail with arrest cards, with SPD arrest forms "to follow".

E. THREAT TO RESCUE

1. If there is a threat to rescue prisoners or injure officers such that prisoners must be removed without completing the above procedures, prisoners may be restrained with the numbered handcuffs from the multiple arrest kit. The number engraved on the cuff, arresting officer's name, and the charge of each prisoner is entered on the transportation sheet. Only then can the arresting officer be relieved of the prisoner.
2. When the arrest ID card has not been completed, a transporting officer shall remain at the jail to do so with information obtained from the transportation sheet and the prisoner. The Sacramento Sheriff's Department will accept such prisoners with SPD arrest forms "to follow".